

14 March 1979

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

25X1 FROM: [REDACTED]
Assistant for Information, DDA

SUBJECT: Request for Comments on NFIB Working Group
Recommendation for Limiting the Use of TOP
SECRET Classification, and on Draft of DDA
Response

1. Attached herewith are:

a. Enclosure "A" consisting of a copy of recommendation 13
prepared by the NFIB Working Group on Compartmentation, headed by
[REDACTED] concerning the need to limit Agency use of TOP
SECRET classification; and

b. Enclosure "B" consisting of -

A draft memorandum of response from the DDA which addresses
the recommendations made by the NFIB Working Group

Attachment "1" which rearranges and revises the NFIB
recommendations to bring them into conformity with the
existing DDA Classification Guide

Attachment "2" which provides detailed information on
where, if accepted, the proposed changes will have to be
made to the existing DDA Classification Guide.

2. Please comment on the enclosed items, especially the proposed
revisions contained in Enclosure "B." As you will note, these revisions
to the DDA Classification Guides are of primary concern only to the
following three offices that originally prepared items for which changes
in the presently assigned TOP SECRET classification levels are now pro-
posed:

Office of Security - item on page 16 of the Guide;

Office of Medical Services - items on pages 13 and
35 of the Guide;

Office of Communications - item on page 27 of the Guide.

The other changes would be applicable only in the event that the directorate acquired information requiring TS classification in the categories specified. These changes are being proposed in order that the DDA Guide can be brought into conformity with the guides used by those directorates that regularly classify such categories of information.

3. Your responses are requested by COB on ¹⁶23 March 1979.

Enclosures: a/s

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